

PERMITS ISSUED OVER THE COUNTER WHILE THE CUSTOMER WAITS

Most permits are not issued over the counter while the customer waits due to lengthy amount of research required or high number of permits requested. Some types of permits are issued while the customer waits if limited research is involved and the number of permits requested is two or less. Over the counter permits requiring zoning review are issued between the hours of 8:00 AM and 4:30 PM. All other permits meeting the requirements for issuance will be issued by counter staff between 8:00 AM and 5:00 PM. Permits may be issued over the counter if the following requirements are met and required documentation presented at the time the application is submitted:

1. Permit application is completely and accurately filled out.
2. The application for zoning is signed by the **property owner**
or
authorized agent or representative upon the presentation of an original signed and notarized Affidavit from the property owner permitting the agent or representative to sign on their behalf. In order to eliminate submitting a signed original copy each time, a signed and notarized original Affidavit may be kept on file by the County for the owner. A copy of the original affidavit must be submitted by the applicant upon each application for permit.
3. Legible plat with setbacks and dimensions properly noted.
4. Town Zoning Permit, when applicable.
5. Health Department approval, if applicable.
6. Copy of valid contractor's license and business license is presented, if applicable.
7. Proof of property ownership if property has been recently transferred and computer parcel data has not been updated.
8. Property is not located in an environmentally sensitive area.
9. Plans review is not required.

Applications not meeting the above requirements cannot be issued while the customer waits. Applications waiting town zoning, health approval, plans review or extensive research for compliance with local and State laws and ordinances will be accepted and processed in the order in which received.